

EXTERNAL
“AIR FORCE JOB LINE QUICK
REFERENCE HANDOUT”

AIR
FORCE
JOB
LINE

JANUARY 2002



EXTERNAL
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**CALL THE APPROPRIATE NUMBER BELOW TO ACCESS THE AIR FORCE JOB
LINE**

Tentative -- Validation of OVERSEAS Numbers Under Testing

Italy:	00-800-879161
Japan:	00-800-16994473
Korea:	00-800-16994473
Portugal:	00-800-8-12120
Turkey:	00-800-151-0841
United Kingdom:	00-800-16994473
TDD USERS	
United States:	1-800-382-0893 (Within area code (210) 565-2276)
Italy:	00-800-780081
Portugal:	00-800-8-12565
Turkey:	00-800-1561-0817

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FLOW PROCESS 1. HOW TO REQUEST A COPY OF THE JOB KIT:

DIAL: the appropriate number from the chart, based on where you are located

PRESS 2 - for employment information

PRESS 1 - to request a copy of a Job Kit

PRESS 1 - to receive the Job Kit by **FAX**

PRESS 1 - if you are calling **within** the Continental United States or Canada

ENTER your ten-digit fax phone number

PRESS 1 - if this is correct

ENTER your ten-digit telephone number, followed by the pound sign - to help identify yourself as the recipient of the fax (Your fax will be processed)

OR

PRESS 2 - if you are calling **outside** the Continental United States or Canada

ENTER your country code and fax phone number followed by the pound sign

PRESS 1 - if this is correct

ENTER your ten-digit telephone number, followed by the pound sign to help identify yourself as the recipient of the fax. Your fax will be processed.

OR

PRESS 2 - to receive the Job Kit by **REGULAR MAIL** (You will speak with a customer service representative to have the Job Kit mailed to you)

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FLOW PROCESS 2. HOW TO HEAR INFORMATION ON WHAT TO SUBMIT WHEN APPLYING:

DIAL: the appropriate number from the chart, based on where you are located

PRESS 2 - for employment information

PRESS 4 - for general employment information

PRESS 1 - to hear information on what to submit when applying

FLOW PROCESS 3. HOW TO HEAR INFORMATION ON NON-COMPETITIVE ELIGIBILITY:

DIAL: the appropriate number from the chart, based on where you are located

PRESS 2 - for employment information

PRESS 4 - for general employment information

PRESS 2 - for information on non-competitive eligibility

PRESS 1 - to hear eligibility information if you have current or prior federal civilian service
OR

PRESS 2 - if you have military service

OR

PRESS 3 - for other eligibility

FLOW PROCESS 4. HOW TO HEAR EMPLOYMENT INFORMATION FOR PRIOR AND CURRENT MILITARY SERVICE MEMBERS:

DIAL: the appropriate number from the chart, based on where you are located

PRESS 2 - for employment information

PRESS 4 - for general employment information

PRESS 3 - for employment information for prior and current military service members

PRESS 1 - to hear information about what appointment categories are available
OR

PRESS 2 - for when to apply and what to submit

OR

PRESS 3 - for supporting documentation

OR

PRESS 4 - for descriptions of veteran's preference

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**FLOW PROCESS 5. HOW TO HEAR INFORMATION ON AIR FORCE RESERVE
TECHNICIAN POSITIONS:**

DIAL: the appropriate number from the chart, based on where you are located

PRESS 2 - for employment information

PRESS 4 - for general employment information

PRESS 4 - for information on Air Force Reserve Technician positions

**FLOW PROCESS 6. HOW TO HEAR INFORMATION ON THE STUDENT
EDUCATIONAL EMPLOYMENT PROGRAM (SEEP):**

DIAL: the appropriate number from the chart, based on where you are located

PRESS 2 - for employment information

PRESS 4 - for general employment information

PRESS 5 - for information on the student employment programs

**FLOW PROCESS 7. HOW TO HEAR INFORMATION ON THE SUMMER HIRE
PROGRAM:**

DIAL: the appropriate number from the chart, based on where you are located

PRESS 2 - for employment information

PRESS 4 - for general employment information

PRESS 6 - for information on the summer hire program

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FLOW PROCESS 8. HOW TO RECEIVE A FAX OF ALL GENERAL INFORMATION:

DIAL: the appropriate number from the chart, based on where you are located

PRESS 2 - for employment information

PRESS 4 - for general employment information

PRESS 7 - to receive a fax of all general information

PRESS 1 - if you are calling within the Continental United States or Canada

ENTER your ten-digit fax phone number

PRESS 1 - if this is correct

ENTER your ten-digit telephone number, followed by the pound sign to
help identify yourself as the recipient of the fax (Your fax will be processed)

OR

PRESS 2 - if you are calling outside the Continental United States or Canada

ENTER your country code and fax phone number followed by the pound sign

PRESS 1 - if this is correct

ENTER your ten-digit telephone number, followed by the pound sign to
help identify yourself as the recipient of the fax (Your fax will be processed)

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**FLOW PROCESS 9. HOW TO HEAR WHAT POSITIONS ARE AVAILABLE (USING
INSTALLATION CODES**) - NARROWED BY OCCUPATIONAL SERIES:**

DIAL: the appropriate number from the chart, based on where you are located

PRESS 2 - for employment information

PRESS 5 - to hear what positions are available

PRESS 1 - to select by installation code

ENTER an installation code

ENTER another installation code (Up to five, 4-digit codes)

OR

PRESS the pound sign to continue

PRESS 1 - for General Schedule Positions

OR

PRESS 2 - for Trades and Crafts Positions

OR

PRESS 3 - for Acquisition Demo

OR

PRESS 4 - for Lab Demo

ENTER a pay grade

ENTER another pay grade (You may enter up to three, 2-digit grades)

OR

PRESS the pound sign to continue

PRESS 1 - if you would like to narrow the list by entering OCCUPATIONAL SERIES

ENTER an occupational series to narrow the list

ENTER another occupational series (You may enter up to three series)

OR

PRESS the pound sign to continue

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PRESS 1 - to hear the narrowed list

PRESS the star key to skip to the next entry

OR

PRESS the pound sign to continue

OR

PRESS 2 - to receive a fax of the list without hearing it

PRESS 1 - to receive a FAX

PRESS 1 - if you are calling from within the Continental United States or Canada

ENTER your ten-digit commercial fax phone number

PRESS 1 - if this is correct (You will receive the fax)

OR

PRESS 2 - if you are calling from outside the Continental United States or Canada

ENTER your country code, followed by the pound sign

ENTER your fax phone number, followed by the pound sign

PRESS 1 - if this is correct (You will receive the fax)

**FLOW PROCESS 10. HOW TO HEAR WHAT POSITIONS ARE AVAILABLE (USING
INSTALLATION CODES**) - NOT NARROWED BY OCCUPATIONAL SERIES:**

DIAL: the appropriate number from the chart, based on where you are located

PRESS 2 - for employment information

PRESS 5 - to hear what positions are available

PRESS 1 - to select by installation code

ENTER an installation code

ENTER another installation code (Up to five, 4-digit codes)

OR

PRESS the pound sign to continue

PRESS 1 - for General Schedule Positions

OR

PRESS 2 - for Trades and Crafts Positions

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OR

PRESS 3 - for Acquisition Demo

OR

PRESS 4 - for Lab Demo

ENTER a pay grade

ENTER another pay grade (You may enter up to three, 2-digit grades)

OR

PRESS the pound sign to continue

PRESS 2 – to NOT narrow the list by occupational series

PRESS 1 - To hear the full announcement list

PRESS the star key to skip to the next entry

OR

PRESS the pound sign to continue

OR

PRESS 2 - to receive a fax of the list without hearing it

PRESS 1 - to receive a FAX

PRESS 1 - if you are calling from within the Continental United States or Canada

ENTER your ten-digit commercial fax phone number

PRESS 1 - if this is correct (You will receive the fax)

OR

PRESS 2 - if you are calling from outside the Continental United States or Canada

ENTER your country code, followed by the pound sign

ENTER your fax phone number, followed by the pound sign

PRESS 1 - if this is correct (You will receive the fax)

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FLOW PROCESS 11. HOW TO HEAR JOB ANNOUNCEMENT INFORMATION
(USING INSTALLATION NAMES) - NARROWED BY OCCUPATIONAL SERIES:

DIAL: the appropriate number from the chart, based on where you are located

PRESS 2 - for employment information

PRESS 5 - to hear what positions are available

PRESS 2 - to select by installation name

ENTER the first four characters of an installation name

PRESS 1 - if this is correct

OR

NOTE: Your entry may return a number of matches. Choose from a list, the installation for which you want to hear vacancies. When you hear the installation name:

PRESS 1 - to select it

OR

PRESS the star key - to skip to the next installation name

PRESS 1 - when the name is correct

ENTER the first four characters of another installation name (Up to four additional names)

OR

PRESS the pound sign to continue

PRESS 1 - for General Schedule Positions

OR

PRESS 2 - for Trades and Crafts Positions

OR

PRESS 3 - for Acquisition Demo

OR

PRESS 4 - for Lab Demo

ENTER a pay grade

ENTER another pay grade (Up to three, 2-digit grades)

OR

PRESS the pound sign to continue

PRESS 1 - if you would like to narrow the list by entering OCCUPATIONAL SERIES

ENTER an occupational series

ENTER another occupational series (You may enter up to three series)

OR

PRESS the pound sign to exit this step

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PRESS 1 - to hear the narrowed list

PRESS the star key to skip to the next entry

OR

PRESS the pound sign to continue

OR

PRESS 2 - to receive a fax of the narrowed list

PRESS 1 - to receive a FAX

PRESS 1 - if you are calling from within the Continental United States or Canada

ENTER your ten-digit commercial fax phone number

PRESS 1 - if this is correct (You will receive the fax)

OR

PRESS 2 - if you are calling from outside the Continental United States or Canada

ENTER your country code, followed by the pound sign

ENTER your fax phone number, followed by the pound sign

PRESS 1 - if this is correct (You will receive the fax)

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FLOW PROCESS 12. HOW TO HEAR JOB ANNOUNCEMENT INFORMATION
(USING INSTALLATION NAMES) - NOT NARROWED BY OCCUPATIONAL
SERIES:

DIAL: the appropriate number from the chart, based on where you are located

PRESS 2 - for employment information

PRESS 5 - to hear what positions are available

PRESS 2 - to select by installation name

ENTER the first four characters of an installation name

PRESS 1 - if this is correct

OR

NOTE: Your entry may return a number of matches. Choose from a list, the installation for which you want to hear vacancies. When you hear the installation name:

PRESS 1 - to select it

PRESS 1 - when the name is correct

ENTER the first four characters of another installation name (Up to four additional names)

OR

PRESS the pound sign to continue

PRESS 1 - for General Schedule Positions

OR

PRESS 2 - for Trades and Crafts Positions

OR

PRESS 3 - for Acquisition Demo

OR

PRESS 4 - for Lab Demo

ENTER a pay grade

ENTER another pay grade (You may enter up to three, 2-digit grades)

OR

PRESS the pound sign to continue

PRESS 2 – to NOT narrow the list by occupational series

PRESS 1 - to hear the full announcement list

PRESS the star key to skip to the next entry

OR

PRESS the pound sign to continue

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OR

PRESS 2 - to receive a fax of the list without hearing it

PRESS 1 - to receive a FAX

PRESS 1 - if you are calling from within the Continental United States or Canada

ENTER your ten-digit commercial fax phone number

PRESS 1 - if this is correct (You will receive the fax)

OR

PRESS 2 - if you are calling from outside the Continental United States or Canada

ENTER your country code, followed by the pound sign

ENTER your fax phone number, followed by the pound sign

PRESS 1 - if this is correct (You will receive the fax)

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FLOW PROCESS 13. HOW TO REVIEW YOUR CURRENT RESUME INFORMATION:

DIAL: the appropriate number from the chart, based on where you are located

PRESS 3 - if you have submitted a resume and are calling to provide supplemental data requested in the Job Kit or want to update your resume information

PRESS 1- to enter your social security number and PIN

ENTER your social security number

ENTER your 4-digit personal identification number or PIN (Last 4 digits of your home telephone number) you will be prompted to change your PIN to any 6-digit number

OR

ENTER your 6-digit personal identification number or PIN

OR

PRESS 2 - if you have forgotten your pin (This option allows you to reset your PIN to a new six-digit numeric code of your choice - you will need the following information to reset your PIN: social security number, date of birth, home phone number and zip code)

PRESS 1 - to review your current resume information (You will hear a voice passage stating each supplemental data answer you currently have on file)

PRESS 1 - to re-enter the information (You will be prompted to re-enter all data)

OR

PRESS 9 - to exit the system, if all data is correct

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FLOW PROCESS 14. IF YOU SUBMITTED A RESUME, HOW TO PROVIDE SUPPLEMENTAL DATA OR UPDATE RESUME INFORMATION:

DIAL: the appropriate number from the chart, based on where you are located

PRESS 3 - if you have submitted a resume and are calling to provide supplemental data requested in the Job Kit or want to update your resume information

PRESS 1 - to enter your social security number and PIN

ENTER your social security number

ENTER your 4-digit personal identification number or PIN (Last 4 digits of your home telephone number) you will be prompted to change your PIN to any 6-digit number

OR

ENTER your 6-digit personal identification number or PIN

OR

PRESS 2 - if you have forgotten your pin (This option allows you to reset your PIN to a new six-digit numeric code of your choice - you will need the following information to reset your PIN: social security number, date of birth, home phone number and zip code)

PRESS 2 - **TO UPDATE RESUME SUPPLEMENTAL INFORMATION** (proceed to page 17 to provide supplemental data required by the Job Kit)

PRESS 1 - immediately following the entry, to update a supplemental data answer (You will be prompted to provide the updated information for all entries you choose, unless you exit the list)

OR

PRESS the star key - to skip to the next entry

OR

PRESS the pound sign - to exit the list (If you wish to change your name and/or address, at the end of the list you will be given an option to speak with an employment representative)

OR

PRESS 0 - to speak with an employment representative

OR

PRESS 9 - to return to the previous menu

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If you have not entered your Supplemental Data:

SELECT the basis for your eligibility. (Select all that apply):

PRESS 1 - for 30 percent disabled veteran

OR

PRESS 2 - for Veterans Readjustment Appointment (VRA)

OR

PRESS 3 - for Civilian Intelligence Personnel Management System (CIPMS)

OR

PRESS 4 - for Non-Appropriated Fund or Army-Air Force Exchange Service (NAFI or AAFES)

OR

PRESS 5 - for Executive Order 12721

OR

PRESS 6 - for Reinstatement

OR

PRESS 7 - for Transfer

OR

PRESS 8 - for Employment Program for people with Disabilities

OR

PRESS 9 - for Interagency Career Transition Assistance Plan (ICTAP)

OR

PRESS 10 - for Student Temporary Employment Program (STEP)

OR

PRESS 11 - for only eligible for temporary positions

OR

PRESS 12 - for Veterans Employment Opportunities Act (VEOA)

OR

PRESS 13 - for Excepted Service

OR

PRESS 14 - for Delegated Examining Authority

OR

PRESS 15 - for Student Career Experience Program (SCEP)

OR

PRESS 16 - for Outstanding Scholar

OR

PRESS 17 - for OTHER (Current or former employees of Action, Peace Corps, VISTA, Foreign Service Officers and Employees, Postal Career Service, Postal Rate Commission, Commissioned Corp of the Public Health Service, National Oceanic and Atmospheric Administration, Panama Canal Commission, or other agencies)

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ENTER your date of birth in the following format: 2-digit month, 2-digit day, 4-digit year

PRESS 1 - if you are a citizen of the United States

OR

PRESS 2 - if you are NOT

PRESS 1 - if you have ever served on Active Duty in the Military in other than an Active Duty for Training status

OR

PRESS 2 - if you have NOT

What was the type of discharge?

PRESS 1 - for Honorable

OR

PRESS 2 - for General Under Honorable Conditions

OR

PRESS 3 - for Other than Honorable

OR

PRESS 4 - for Bad Conduct

OR

PRESS 5 - for Dishonorable

PRESS 1 - if you are retired from active duty military service

OR

PRESS 2 - if you are NOT

ENTER your Rank at retirement in the following format: O = Officer; E = Enlisted;
W = Warrant Officer

And then the number of your grade at retirement (Ex: If your grade at retirement was E7,
then enter “E, then 7”)

ENTER your date of retirement in the following format: 2-digit month, 2-digit day, 4-digit year

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Are you claiming Veterans' Preference for hiring?

PRESS 1 - for YES

PRESS 1 - if you are claiming 5-point preference based on active duty in the U.S.
Armed Forces

OR

PRESS 2 - if you are claiming 10-point preference for non-compensable disability
or a purple heart

OR

PRESS 3 - if you are claiming 10-point preference based on a compensable service-
connected disability of more than 10 percent, but less than 30 percent

OR

PRESS 4 - if you are claiming 10-point preference (other) based on spouse, widow,
or widower, or mother of a veteran

OR

PRESS 5 - if you are claiming 10-point preference based on a compensable service-
connected disability of 30 percent or more

OR

PRESS 2 - for NO

PRESS 1 - if you were ever a federal civilian employee

OR

PRESS 2 - if you were NOT

PRESS 1 - if you are currently a permanent federal civilian employee

OR

PRESS 2 - if you are NOT

What is the highest permanent pay plan and grade you have held as a federal civilian employee?
You will enter both your pay schedule and pay grade

PRESS 1 - For GS, then your 2-digit pay grade

OR

PRESS 2 - For WG, then your 2-digit pay grade

OR

PRESS 3 - For WL, then your 2-digit pay grade

OR

PRESS 4 - For WS, then your 2-digit pay grade

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Please indicate the dates you held this highest grade in the following format:

FROM: ENTER the 2-digit month, 2-digit day, 4-digit year

TO: ENTER the 2-digit month, 2-digit day, 4-digit year

PRESS 1 – if you have ever received a Voluntary Separation Incentive

OR

PRESS 2 - if you have NOT

ENTER the date of the VSI in the following format: 2-digit month, 2-digit day, 4-digit year

PRESS 1 – if you have completed a supervisory or managerial probationary period

OR

PRESS 2 – if you have NOT

ENTER the number of words per minute you type, followed by the pound sign

OR

PRESS 0 - followed by the pound sign - if you DO NOT type

ENTER the words per minute you take dictation, followed by the pound sign

OR

PRESS 0 - followed by the pound sign - if you DO NOT take dictation

The following information is optional and for statistical purposes only

PRESS 1 - if you are male

OR

PRESS 2 - if you are female

OR

PRESS 3 - if you DO NOT wish to identify your gender

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The following information is optional and for statistical purposes only. Please record your minority data.

PRESS 1 - if you are American Indian or Alaskan Native

OR

PRESS 2 - if you are Asian or Pacific Islander

OR

PRESS 3 - if you are Black, not of Hispanic origin

OR

PRESS 4 - if you are Hispanic

OR

PRESS 5 - if you are White, not of Hispanic origin

OR

PRESS 6 - if you are Asian Indian

OR

PRESS 7 - if you are Chinese

OR

PRESS 8 - if you are Filipino

OR

PRESS 9 - if you are Guamanian

OR

PRESS 10 - if you are Hawaiian

OR

PRESS 11 - if you are Japanese

OR

PRESS 12 - if you are Korean

OR

PRESS 13 - if you are Samoan

OR

PRESS 14 - if you are Vietnamese

OR

PRESS 15 - if you are any other Asian or Pacific Islander

OR

PRESS 16 - if you are not Hispanic in Puerto Rico

Select all that apply:

PRESS 1 - if your appointment was Career

OR

PRESS 2 - Career Conditional

OR

PRESS 3 - Term

OR

PRESS 4 - Temporary

OR

PRESS 5 - Excepted

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May we contact your current supervisor?

PRESS 1 – if YES

OR

PRESS 2 – for NO

Indicate which phone number you would like to update, if any.

PRESS 1 – Home

OR

PRESS 2 – Work

OR

PRESS 3 – Message

OR

PRESS 4 – School

OR

PRESS 5 – Fax

OR

PRESS 6 – Pager

OR

PRESS 7 – Temporary

OR

PRESS 8 – Overseas

OR

PRESS 9 – Cellular

OR

PRESS 10 – DSN

ENTER your 10-digit phone number, followed by the pound sign

PRESS 1 - to ENTER another phone number

OR

PRESS 2 - to exit this step

You have now completed entering all the supplemental resume data

PRESS 1 - to review your answers (You will hear all the responses you previously entered)

PRESS 1 - to re-enter the information (You will be prompted to re-enter all data)

OR

PRESS 9 - to exit the system, if all data is correct

OR

PRESS 2 - to return to the previous menu

OR

PRESS 0 - to speak with an employment representative

OR

PRESS 9 - to exit the system

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FLOW PROCESS 15. HOW TO SELF-NOMINATE FOR A POSITION*:**

DIAL: the appropriate number from the chart, based on where you are located

PRESS 3 - if you have submitted a resume and are calling to provide supplemental data requested in the Job Kit or want to update your resume information

PRESS 1- to enter your social security number and PIN

ENTER your social security number

ENTER your 4-digit personal identification number or PIN (Last 4 digits of your home telephone number) you will be prompted to change your PIN to any 6-digit number

OR

ENTER your 6-digit personal identification number or PIN

OR

PRESS 2 - if you have forgotten your pin (This option allows you to reset your PIN to a new six-digit numeric code of your choice. You will need the following information to reset your PIN: social security number, date of birth, home phone number and zip code)

PRESS 4 - to self-nominate for a position

PRESS 1 - to nominate yourself for a specific position

ENTER the 11-digit self-nomination number

PRESS 1 - if the third, fourth, and fifth characters were F, E, B

OR

PRESS 2 - if the third, fourth, and fifth characters were D, E, C.

PRESS 1 - to confirm the self-nomination

OR

PRESS 2 - if you decide not to confirm the self-nomination

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PRESS 1 - to enter another number (You may continue to enter additional numbers)

ENTER the 11-digit self-nomination number

PRESS 1 - if the third, fourth, and fifth characters were F, E, B

OR

PRESS 2 - if the third, fourth, and fifth characters were D, E, C.

PRESS 1 - to confirm the self-nomination

OR

PRESS 2 - if you decide not to confirm the self-nomination

OR

PRESS 2 - to end self-nominations

PRESS 1 - to request a fax of the positions for which you have applied

PRESS 1 - to receive a FAX

PRESS 1 - if you are calling from within the Continental United States or Canada

ENTER your ten-digit commercial fax phone number

PRESS 1 - if this is correct (You will receive the fax)

OR

PRESS 2 - if you are calling from outside the Continental United States or Canada

ENTER your country code, followed by the pound sign

ENTER your fax phone number, followed by the pound sign

PRESS 1 - if this is correct (You will receive the fax)

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FLOW PROCESS 16. HOW TO OBTAIN THE CURRENT STATUS OF YOUR SELF-NOMINATIONS:

DIAL: the appropriate number from the chart, based on where you are located

PRESS 3 - if you have submitted a resume and are calling to provide supplemental data requested in the Job Kit or want to update your resume information

PRESS 1- to enter your social security number and PIN

ENTER your social security number

ENTER your 4-digit personal identification number or PIN (Last 4 digits of your home telephone number) you will be prompted to change your PIN to any 6-digit number

OR

ENTER your 6-digit personal identification number or PIN

OR

PRESS 2 - if you have forgotten your pin (This option allows you to reset your PIN to a new six-digit numeric code of your choice. You will need the following information to reset your PIN: social security number, date of birth, home phone number and zip code)

PRESS 5 - to obtain the current status of your self-nominations

PRESS 1 - **to obtain the status based on a self-nomination number*****

ENTER an 11-digit self-nomination number

PRESS 1 - if the third, fourth, and fifth characters were F, E, B

OR

PRESS 2 - if the third, fourth and fifth characters were D, E, C

PRESS 1 - to confirm if this is correct (You will hear the status)

PRESS 1 - if you need additional information regarding the status of this vacancy (You will be referred to a customer service representative)

OR

PRESS 2 - to ENTER the number again

OR

PRESS 2 - **to review the last 10 actions taken on your self-nominations** (You will hear the status of your last 10 self-nominations)

PRESS the pound sign to exit the list at any time

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**FLOW PROCESS 17. HOW TO CHANGE YOUR PERSONAL IDENTIFICATION
NUMBER (PIN):**

DIAL: the appropriate number from the chart, based on where you are located

PRESS 3 - if you have submitted a resume and are calling to provide supplemental data requested in the Job Kit or want to update your resume information

PRESS 1- to enter your social security number and PIN

ENTER your social security number

ENTER your 4-digit personal identification number or PIN (Last 4 digits of your home telephone number) you will be prompted to change your PIN to any 6-digit number

OR

ENTER your 6-digit personal identification number or PIN

OR

PRESS 2 - if you have forgotten your pin (This option allows you to reset your PIN to a new six-digit numeric code of your choice. You will need the following information to reset your PIN: social security number, date of birth, home phone number and zip code)

PRESS 6 - to change your PIN

ENTER your new 6-digit PIN

ENTER your new 6-digit PIN again (Your PIN has been changed)

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FLOW PROCESS 18. HOW TO HEAR A LIST OF BASES FOR WHICH THE AIR FORCE PERSONNEL CENTER PROVIDES RECRUITMENT SERVICES:

DIAL: the appropriate number from the chart, based on where you are located

PRESS 4 - to hear a list of bases for which the Air Force Personnel Center provides recruitment services (You will hear the list of bases)

“THANK YOU FOR CALLING THE AIR FORCE PERSONNEL CENTER CIVILIAN EMPLOYMENT INFORMATION SYSTEM. GOODBYE.”

***You need to enter your Social Security Number and PIN once per call. After access is granted to the data, you may utilize all request options without re-keying the SSN or PIN.**

****You must request job listings using either Installation Code or Installation Name.**

*****To use this option, you must have the 11-digit self-nomination number available.**